



Position Available
Region 6 Administrator
Michigan Supreme Court, State Court Administrative Office

The State Court Administrative Office (SCAO) is currently seeking qualified applicants for the position of Regional Administrator. Reporting to the State Court Administrator, the Regional Administrator manages the regional office and provides administrative superintending control of the Supreme Court over regional trial courts. This is a management-level position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide direct support to regional trial courts on behalf of the State Court Administrative Office. Review trial court operations and ensure trial court compliance with statutes, court rules, Supreme Court administrative orders, and the code of judicial conduct. Monitor court performance measures and review results with each regional chief judge.
- Ensure compliance with Michigan Court Rules pertaining to speedy trials, administration of estates, matters undecided, caseload reporting, requirements under Canon 6(C), and other issues.
- Serve as liaison between judges, locally elected officials, the Supreme Court, the State Court Administrative Office, and other state agencies and officials. Participate and represent SCAO in regional and statewide meetings of regional officials, make presentations, organize discussions between local officials and judges, and represent regional trial court perspectives at the state level.
- Research, evaluate, and make recommendations to judges regarding complex legal issues and procedures pertaining to human resources and labor relations issues, docket management, case processing, and other areas of court administration.
- Administer the Supreme Court's judicial assignment program. Interpret and explain the legal, political, and ethical issues and the direct, long-term impact on individual cases when assigning and counseling a judge.
- Assist in administering local trial courts through Chief Judge Rule MCR 8.110, including providing counsel to chief judges relating to professional performance required of trial court judges.
- Facilitate communication and mediate funding and policy disputes between judges, funding units, elected officials, appointed officials, and attorneys. Analyze issues and manage mediation efforts that often are hostile due to perceived risks to funding, authority, staffing, etc., and, therefore, require creative negotiation and persuasion methods to resolve disputes. Write findings and recommendations.
- Initiate, manage, and participate in management assistance projects conducted within the region such as facility construction, security surveys, case flow management, personnel policies, audits, and strategic planning.
- Create and explain reports, statistical data, plans, local administrative orders, settlement agreements, guidelines, policies, procedures, and other legal documents. Write court plans, local administrative orders, training materials, procedures manuals, and provide legal responses to questions.
- Initiate, manage, or facilitate special projects, which may include directing, assisting, and monitoring trial courts in the design, planning, and implementation of Supreme Court or legislative initiatives. Serve as project coordinator with central staff, and promote and encourage chief judges to implement projects or adapt portions of existing projects.
- Investigate and assist in the resolution of complaints regarding the courts from citizens, legislators, parties, attorneys, and others by working with the chief judge or state court administrator. These situations are often complex and require diplomacy while maintaining confidential information.
- Assist in the management of personnel administration activities, including supervising the employment selection process, reviewing and evaluating staff performance, and responding to and resolving employee relations issues.
- Serve as regional resource to the media by responding to questions regarding court administrative procedures, state court administrative initiatives within the region, and courts within the region. Advise and assist the Supreme Court's public information division on specific issues pertaining to trial courts or judges as needed.

- Serve as faculty for Michigan Judicial Institute new judges and chief judges programs by creating educational presentations and supporting materials; consulting in the development of curriculum for training of judges, court staff, and other stakeholders; and serving as presenter of programs.

EDUCATION AND EXPERIENCE: Master's degree in court, public, or business administration or juris doctor from an ABA accredited law school preferred. Seven or more years of progressively more responsible experience in the legal system, and at least five years working in a Michigan Trial Court (in an administrative management capacity) preferred.

WORK LOCATION: Significant travel primarily within Region 6 (see map below), which includes working approximately two days per week at the State Court Administrative Office in Detroit or Lansing.

TO APPLY: Please send your cover letter and resume in Microsoft Word® or Adobe Acrobat® to jobapps@courts.mi.gov. If you are unable to send applicant materials electronically, cover letters and resumes may be mailed to: MI Supreme Court Human Resources Department, Attn: Regional Administrator, P.O. Box 30052, Lansing, MI 48909.

POSTING DEADLINE: APRIL 22, 2016

AN EQUAL OPPORTUNITY EMPLOYER

